1. LCD SCREEN
2. MESSAGE LAMP: When you have a message it will light up the lamp red
3. FLEXIBLE CO BUTTONS: Used to access a line or perform a programmed function
4. HANDSET HOOK: Keeps the handset stable when the phone is mounted on the wall
5. HEADSET JACK: Jack to plug in a headset
6. PAUSE/PROGRAM: Used to insert a pause when storing a number and for programming
7. CONF: Used to establish a multiple party conversation
8. MESSAGE: Used to leave a message waiting indication or call back the party who left the message waiting indication
9. FLASH/RECALL: Used to disconnect the current call and make another call immediately
10. REDIAL: Used to redial the last dialed number
11. AUTO ANS / MUTE: Used to receive an incoming call in hands-free mode or mute
12. TRANSFER: Used to transfer a call to another party
13. AUTO DIAL/STORE: Used for System/Personal Speed Dialing or program changes
14. HOLD: Used to place a call on hold
15. INTERCOM: Used to make or receive intercom calls
16. SP-PHONE (Speakerphone): Used for performing hands-free operations
17. MICROPHONE: Used for hands-free conversations
18. NAVIGATOR KEY: Used to adjust the volume or display contrast or select desired items
19. ENTER: Used to assign the selected item
20. SOFT BUTTONS: S1-S4 are used to select the item displayed on the bottom line of the display
21. EHS (Electronic Hook Switch) JACK:
22. FWD/DND: Used to switch Call Forwarding or do Not disturb on your extension
23. CANCEL: Used to cancel the selected item
**Answer a Call**
- Pick up the handset and press the line button of the incoming call
- To turn on Auto Answer, press the AUTO ANS button and incoming calls will be answered automatically in hands free mode

**Make a Call**
- To call an extension, pick up the handset and dial the extension
- To make an outside call, pick up the handset, press LINE and dial the number
- To set a callback for a call not answered, press the MESSAGE button
  - The dial tone for that extension will sound different to indicate that there is a call back request.
  - To call back the person who left the callback, press the MESSAGE button

**Put a Call on Hold**
- While on the call, press HOLD
- Press flashing line of the held call to retrieve it

**Transfer a Call**
- With the call active, press TRANSFER
- Dial the number to whom you wish to transfer the call
- Stay on the line to tell the caller you are transferring a call or hang up to complete the transfer
- If the caller cannot take the call, select the held call by pressing the line button

**Conference**
- Dial the first party and wait for an answer
- Press CONF
- Dial the number of the next party and wait for an answer
- When they answer, press CONF to join them to the call
- To add another party, press CONF and dial the number of the person
- If they agree to join the call, press CONF

**Park a Call**
- While the call is active, press one of the available Park Zone buttons
- Notify the user and advise where the call was parked

**Retrieve a Parked Call**
- Press the Park Zone button where the call was parked

**Directory**

**To Search for a contact in the Personal Directory:**
- Press the right navigation arrow and scroll to select Personal Directory
- Pick up the handset to call the name on the screen

**To Search for a system speed dial in the System Directory:**
- Press the right navigation arrow and scroll to select System Directory
- Press the up and down arrows to select the name
- Pick up the handset to call the name on the screen

**To Search for an extension in the Extension Directory:**
- Press the right navigation arrow and scroll to select Extension Directory
- Press the up and down arrows to select the name or enter the first two letters of the name
- Pick up the handset to call the name on the screen

**To add a Personal Speed Dial to your Directory:**
- Press PAUSE and then press AUTO DIAL
- Press the UP or DOWN arrow keys to select an available speed dial location (00 to 09)
- Enter 9 followed by the phone number
- Press AUTO DIAL and then enter the name
- Press AUTO DIAL and then press PAUSE

**To call a Personal Speed Dial Entry:**
- Pick up your handset and then press AUTO DIAL
- Press * and then enter the speed dial location (00 to 09)

**To call a System Speed Dial Entry:**
- Pick up your handset and then press AUTO DIAL
- Press 0 and then enter the speed dial number

**Call Log**
- To review your Incoming or Outgoing call log, press right navigation arrow and scroll to Incoming Call Log or Outgoing Call Log
- Scroll up and down to select the number you want
- Pick up the handset to call
- To save an outgoing call log entry to your Personal Directory, find the number and press STORE
  - Enter the name and press AUTO DIAL
  - Enter the speed dial number (01-09)
  - Press AUTO DIAL to complete and then press FLASH/RECALL to exit the menu
Voicemail

Setting Up Your Voicemail
- Press the VOICEMAIL button
- Enter the default password 2580#
- Be sure to record your greeting, change your password and record the Owner’s Name

Change Your Password
- Login to your voicemail
- Press 3 for Mailbox Management
- Press 2 for Password
- Press 1 to change your password
- Enter your password and press # then press 2 to accept
  - Your password length can be between 6-15 digits

Record Your Owner’s Name
- Login to your voicemail
- Press 3 for Mailbox Management
- Press 3 for Owner’s Name
- After the tone, record your name and press 1 when finished
- To accept the recording, press 2 (or press 1 to change or 3 to erase)

Record a Greeting
- Login to your voicemail
- Press 3 for Mailbox Management
- Press 1 for Personal Greetings
- Press 1 to record the No Answer greeting
- After the tone, record your greeting and press 1 when finished
- To accept the greeting, press 2 (or press 1 to review or 3 to erase)
- If you record a temporary greeting it will be activated once recorded and will play instead of the No Answer greeting
  - When you log into your voicemail, if your temporary greeting is recorded you will be asked if you want to turn off the temporary greeting
  - Press 1 to erase the Temporary greeting and return to your No Answer greeting

Record a Message
- Login to your voicemail
- Press 2 to Deliver Message
- Enter the mailbox number and press 2 to accept
- Press 1 to record a message and after recording press 1
- Press 2 to accept and press 2 again to accept and delivery message

Check Your Messages
- To check messages, press the Access Mail button
- Enter your password and press #

- Press 1 to Receive Messages
  - To check New messages, press 1
  - To check Old messages, press 2
  - To check Deleted messages, press 3
  - Deleted messages are automatically deleted at midnight each day

Playback Options:

<table>
<thead>
<tr>
<th>Key</th>
<th>Feature</th>
<th>Message Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Now</td>
</tr>
<tr>
<td>1</td>
<td>Repeat this message</td>
<td>✓</td>
</tr>
<tr>
<td>1 1</td>
<td>Replay the previous message</td>
<td>✓</td>
</tr>
<tr>
<td>1 2</td>
<td>Play the next message</td>
<td>✓</td>
</tr>
<tr>
<td>2</td>
<td>Pause/restart message playback</td>
<td>✓</td>
</tr>
<tr>
<td>2 6</td>
<td>Save this message as new</td>
<td>✓</td>
</tr>
<tr>
<td>3</td>
<td>Delete this message</td>
<td>✓</td>
</tr>
<tr>
<td>5</td>
<td>Rewind (during playback only)</td>
<td>✓</td>
</tr>
<tr>
<td>6</td>
<td>Fast-forward, skip envelope (during playback only)</td>
<td>✓</td>
</tr>
</tbody>
</table>